FM COMDT COGARD WASHINGTON DC//G-CCS//
TO ALCOAST
BT
UNCLAS //N05300//
SECTION 01 OF 02
ALCOAST 021/00
COMDTNOTE 5300
SUBJ: ADMIN WHETSTONES I
A. ALCOAST 231/99, 231515ZDEC99, WHETSTONES FOR A DULL KNIFE
B. CG PERSMAN, COMDTINST M1000.6A
C. ALLOWABLE WEIGHT STANDARDS FOR THE HEALTH AND WELL-BEING OF
COAST GUARD MILITARY PERSONNEL, COMDTINST M1020.8C
D. URINALYSIS DRUG TESTING PROCEDURES, COMDTINST 5355.1F
E. MOTOR VEHICLE MANUAL, M11240.9B
F. STANDARD WORKSTATION SECURITY HANDBOOK, COMDTINST M5500.17
1. THIS ALCOAST ANNOUNCES AND PROMULGATES CHANGES TO THE
PROGRAMS DESCRIBED HEREIN. IAW THE WORKLOAD MANAGEMENT
INITIATIVE DIRECTED BY THE LEADERSHIP COUNCIL AND FURTHER
DESCRIBED BY THE VICE COMMANDANT IN REF A, THESE CHANGES ARE
INTENDED TO REDUCE ADMINISTRATIVE BURDEN. IN NOVEMBER, OVER 30 HQ
PROGRAM MGRS, THE MLC COMPLIANCE INSPECTION STAFFS (17 MBRS), AND
5 XO/XPOS FROM UNITS RECENTLY INSPECTED PARTICIPATED IN A
"WORKOUT" ON ADMIN AND FINANCIAL MGMT CONTROLS. THE PARTICIPANTS
WERE DIVIDED INTO THREE FOCUSED GROUPS: ADMIN I, ADMIN 2 AND
FINANCIAL MGMT. THEIR TASK WAS TO REDUCE UNNECESSARY AND
OUTDATED REQUIREMENTS ON THE FIELD AS WELL AS REDUCE THE
INSPECTION CHECKLIST. THIS WAS A GRAND FIRST EFFORT, CONFIRMING
THAT WE CAN AND MUST WHITTLE AWAY REQUIREMENTS THAT CAUSE MORE
WORK THAN THE BENEFIT THEY PROVIDE. THIS IS THE FIRST OF THREE
ALCOASTS TO PRESENT THE RESULTS OF THIS WORKOUT.
2. I AM PLEASED TO ANNOUNCE THE FOLLOWING CHANGES IN THE "ADMIN I"
GROUP:
A. ESTABLISH A "COMMAND ADMIN LIST," A CONSOLIDATED DOCUMENT TO
REPLACE DESIGNATION LETTERS FOR COLLATERAL DUTIES, RATING CHAIN,
COMMAND SUCCESSION, ETC. COMDT (G-OCU) IS DEVELOPING A STANDARD
FORMAT AND WILL DISSEMINATE SOON. USE OF A WORD DOCUMENT
(MAINTAINED ELECTRONICALLY) IS ENCOURAGED FOR EASE OF UPDATE FOR
TRANSFERS OR OTHER CHANGES IN RESPONSIBILITY. THIS WILL ELIMINATE
THE NEED FOR NUMEROUS REDUNDANT/SEPARATE DESIGNATION LETTERS
AND FILES.
B. WEIGHT PROGRAM: THE REQUIREMENT TO CONDUCT WEIGH-INS EVERY
TIME A MBR IS SUBJECT TO URINALYSIS IS ELIMINATED. THE WEIGHT
STANDARDS SET IN REF C REMAIN IN EFFECT; REF C IS BEING REVIEWED IN
ITS ENTIRETY.
C. HOUSING: IMMEDIATE CHANGES ARE AS FOLLOWS:
(1) THE HOUSING SECTIONS OF THE MLC COMPLIANCE CHECKLISTS WILL BE
CONVERTED INTO A "JOB AID" TO BE PUBLISHED IN THE HOUSING MANUAL
AND ON THE HOUSING WEB SITE. HOUSING WILL NO LONGER BE A
COMPLIANCE INSPECTION ELEMENT.
(2) LEASED HOUSING CONTRACTS WILL BE TERMINATED WITHIN TEN DAYS OF
VACANCY WHEN THERE IS NO FURTHER REQUIREMENT FOR THE
QUARTERS OR WHEN REQUIRED BY OTHER CIRCUMSTANCES (VICE
PREVIOUS REQUIREMENT OF 02 DAYS).
(3) A REGULAR INSPECTION OF CG OWNED OR LEASED QUARTERS SHALL BE
CONDUCTED WITHIN 12 MONTHS OF THE LAST INSPECTION AND EVERY 12
MONTHS THEREAFTER.
(4) FIRE PROTECTION INSPECTIONS ARE CHANGED FROM BIENNIAL TO EVERY

FIVE YEARS USING THE FIRE PROTECTION SYSTEMS EVALUATION FORM,
(CG-5436) AND WHEN STRUCTURAL PROBLEMS OR NEW ACQUISITIONS
OCCUR.
D. WELLNESS PROGRAM: IMMEDIATE CHANGES:
(1) THE REQUIREMENT TO DESIGNATE THE COMMAND WELLNESS
REPRESENTATIVE BY LETTER IS CANCELLED, AS LONG AS THE NAME IS
INCLUDED ON THE COMMAND ADMIN LIST. COMMANDS ARE STILL
REQUIRED TO MAINTAIN ESTABLISHED WELLNESS PROGRAMS.
EDUCATING AND PROMOTING HEALTH THROUGH THESE PROGRAMS IS
THE PREVENTIVE MAINTENANCE OF OUR PEOPLE -- IT IS OUR MOST
EFFECTIVE MEANS TO ENCOURAGE MEMBERS TO CHOOSE POSITIVE
LIFESTYLE HABITS, AND BEST PREPARE THEM TO OPTIMIZE MISSION
PERFORMANCE.
(2) THE CHECKLIST REQUIREMENT FOR PARTICIPATION IN THE CG PHYSICAL
FITNESS AWARD PROGRAM IS ELIMINATED, INASMUCH AS THIS IS A
VOLUNTARY PROGRAM.
(3) THE REQUIREMENT TO HAVE COMMANDS ESTABLISH A LOCAL SMOKING
POLICY IS ELIMINATED. AN UPCOMING REVISION TO COMDTINST M6200.1
REGARDING TOBACCO POLICY WILL ENSURE THAT THE INTENT OF THIS
REQUIREMENT IS MET.
E. SUBSTANCE ABUSE: IMMEDIATE CHANGES TO THE PROGRAM:
(1) THE REQUIREMENT TO DESIGNATE A COMMAND DUTY ALCOHOL
REPRESENTATIVE (CDAR) IN WRITING AND PROVIDE HQ WITH A COPY OF
THAT LETTER IS ELIMINATED, AS LONG AS THE NAME OF THE CDAR IS
INCLUDED ON THE COMMAND ADMIN LIST.
(2) THE REQUIREMENT FOR UNITS TO SUBMIT A COPY OF THEIR CDAR
TRAINING REQUESTS TO HQ IS ALSO ELIMINATED; PACAREA UNITS
SHOULD SEND SUCH REQUESTS TO TRACEN PETALUMA AND LANTAREA
UNITS SHOULD SEND REQUESTS TO RTC YORKTOWN.
(3) THE COMPLIANCE CHECKLIST REQUIREMENT FOR UNITS TO ESTABLISH
LIAISON WITH REGIONAL/LOCAL/FEDERAL SCREENING FACILITIES IS
ELIMINATED. ALSO ELIMINATED IS THE REQUIREMENT TO ENSURE
QUALIFIED PERSONNEL SCREEN MBRS SINCE CDAR'S SHOULD
AUTOMATICALLY LIAISE WITH THEIR APPLICABLE MLC, AN MTF OR A
TRICARE HEALTH FINDER WHEN DEALING WITH THESE ISSUES.
(4) TRAINING REQUIREMENTS WILL BE CHANGED FROM SEMI-ANNUAL TO
ANNUAL. THE PROGRAM (G-WPW) WILL BETTER DEFINE THAT TRAINING TO
MEET CG NEEDS.
F. FAMILY ADVOCACY/SPECIAL NEEDS: IMMEDIATE CHANGES TO THESE
PROGRAMS:
(1) THE REQUIREMENT FOR THE COMMAND TO ENSURE THAT ALL FAMILY
MBRS WITH SPECIAL NEEDS ARE ENROLLED IN THE CG'S SPECIAL NEEDS
PROGRAM IS ELIMINATED. COMDTINST 1754.7A SPECIFIES THAT IT IS
ESSENTIALLY THE INDIVIDUAL MBR'S RESPONSIBILITY TO ENSURE FAMILY
MBRS ARE ENROLLED.
(2) THREE ADDITIONAL REQUIREMENTS WILL BE ADDED TO THE COMPLIANCE
CHECKLIST:
(A) HAS THE UNIT RECEIVED PRESENTATION AND AWARENESS TRAINING
ON VIOLENCE AND THREATENING BEHAVIOR IN THE WORKPLACE IN
THE PAST TWELVE MONTHS?
(B) HAS THE UNIT RECEIVED CRITICAL INCIDENT STRESS MANAGEMENT
PRE-INCIDENT PREPARATION TRAINING WITHIN THE PAST 24 MONTHS?
(C) HAVE THE UNIT CO, XO, OINC, AND XPO (AS APPLICABLE) RECEIVED
FAMILY ADVOCACY AND SPECIAL NEEDS TRAINING AT LEAST ONCE?
G. OMBUDSMAN PROGRAM: THE MLC COMPLIANCE CHECKLIST REQUIREMENT
FOR COMMANDS TO PROVIDE THE UNIT OMBUDSMAN WITH A LIST OF
PERSONNEL, FAMILY MBR NAMES, ADDRESSES, PHONE NUMBERS AND THE

OMBUDSMAN HANDBOOK IS ELIMINATED. COMDTINST 1750.4C CONTAINS
GUIDELINES FOR CO/OINCS TO ESTABLISH AND MAINTAIN AN EFFECTIVE
OMBUDSMAN PROGRAM.
H. URINALYSIS PROGRAM: THE REQUIREMENT FOR URINALYSIS
COORDINATOR AND OBSERVERS INDIVIDUAL DESIGNATION LETTERS IS
CANCELLED. DESIGNATION IN THE COMMAND ADMIN LIST WILL FULFILL THE
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